

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**FACILITIES DEVELOPMENT DIVISION**1600 9th Street, Room 420 ~ Sacramento, California 958141831 9th Street ~ Sacramento, California 95814

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www.oshpd.state.ca.us/fdd**SEISMIC SAFETY REVIEW PROCESS**

Before a hospital or nursing care facility can be legally built or altered in California the owner or the agent must obtain OSHPD Plan Approval and a Building Permit.

The following required documents are required:

- A Application for Plan Review (OSH-FD-121)
- B Tests and Inspection Form (OSH-FD-303)
- C Application for Inspector of Record (OSH-FD-124)
- D Building Permit (OSH-FD-302)

Also enclosed are:

Letter of Authorization (OSH-FD-309)
Checklist for OSHPD Plan Approval

Additional required items:

- E Submit plans (blueprints) and specifications:

Plans must be complete and conform to the California Building Standards Code, Title 24. Plans should specifically cite Title 24, Part 2 (1998 California Building Code); Part 3 (1998 California Electrical Code); Part 4 (1998 California Mechanical Code); Part 5 (1998 California Plumbing Code); and Part 9 (1998 California Fire Code), as applicable.

One set is required. Two sets are recommended. Two sets may be required if the project is large or is to be contracted out for independent review.

Attached is a checklist for OSHPD Plan Approval of plan elements, each of which should be included in the plans or considered and omitted if not applicable.

- F Structural calculations (one additional set if project is to be contracted out).
- G Engineering, geologic and geotechnical reports. Three copies required for all construction.

Exception:

1. Reports are not required for one-story, wood-frame and light steel-frame building of Type II or Type V construction and 4,000 square feet or less in floor area; nonstructural, associated structural or nonrequired structural alterations and incidentals structural additions or alterations, and structural repairs for other than earthquake damage.
2. A previous report for a specific site may be resubmitted, provided that a revaluation is made and the report is found to be currently appropriate.
3. One copy is required for Skilled Nursing and Intermediate Care Facilities of one-story, Type V, wood-frame or light-steel-frame construction.

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Plans and Receiving
1600 9th Street, Room 420
Sacramento, California 95814

OR:

OSHPD / Los Angeles Office
Plans and Receiving
311 South Spring Street, Suite 1001,
Los Angeles, CA 90013

The time required for review depends on several factors:

- Defects or omissions in the plans cause delay.
- Prompt reply to defect letters aids early approval. On complex projects, expect backchecks and some delay.

Building Permit

When your plans meet the OSHPD legal requirements, you will receive a “no defect” letter instructing you to arrange to have your tracings stamped. When tracings are stamped, you will be advised of any additional required approvals and the remaining documents that must be completed before a building permit is issued.

In addition to plan approval, and before a building permit can be issued, you must have submitted an Application of Inspector Record and have it approved and a completed building permit form for review and OSHPD’s Authorizing signature.

With your authorized Building Permit from OSHPD, you will receive forms and instructions regarding inspection reporting and change orders which occur during the construction phase of your project.